



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

July 11, 2022

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

**Extension Associate I (JOB # RC-22-52)
(G3 Circular Economy Business Education Coordinator – CIS/Sea Grant)**

Application Deadline:

11:59 p.m. on July 22, 2022 (Chamorro Standard Time/UTC+10)

Application Process:

1. Applicants must complete the RCUOG online job application at <https://www.uog.edu/rcuog/employment-application> or
2. Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employmentapplication> and can be submitted digitally along with supporting documents.

Salary

Grade J, Step 3, \$16.09 to Step 5, \$17.34 per hour
Temporary, Full-Time, 40 hours per week

Benefits:

Full-Time: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%.

Location:

ORSP, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in relevant field from a U.S. regionally accredited institution or foreign equivalent **OR** any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills in business administration, entrepreneurship, marketing, communications, or related field;

Minimum Knowledge, Skills, and Abilities:

- Knowledgeable about business administration, entrepreneurship, makerspaces, the circular economy, and business incubators/accelerators;
- Knowledgeable of office equipment, such as printer, scanner, and copier machines;
- Proficiency in Microsoft Office Suite and Microsoft Teams;
- Ability to interact effectively with diverse groups including the general public, entrepreneurs and business owners, industry leaders, government officials, non-profit and environmental advocacy organizations, universities, and state and federal agencies;
- Ability to work independently with minimal supervision, establish work priorities, manage time effectively, and take initiative in pursuing activities that further project goals;
- Ability to work cooperatively with others and communicate effectively both orally and in writing;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Willingness to work outside regular business hours, including some nights and weekends, and travel as necessary to advance program efforts;

Character of Duties:

A candidate for this position will be able to perform the following duties:

- Coordinate the expansion of the Guam Green Growth (G3) Commitment Program and with partnership development;
- Advise and educate entrepreneurs and G3 Maker members on circular economy business development;
- Develop the Innovation Hub Circular Economy and Sustainable businesses directory;
- Assist with educational activities at the G3 Circular Economy Makerspace and Innovation Hub;
- Assist with creating and maintaining an active schedule of workshops, trainings, and remote learning activities. Secure instructors, recruit and track participants, and evaluate activities;
- Lead/Co-Lead with research and reporting on Circular Economy or Green Economy subject matter and data from our programs;
- Develop lessons, products, and trainings utilizing the equipment and supplies of the G3 Circular Economy Makerspace and Innovation Hub;
- Others duties as assigned.

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

Required Documents:

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, etc.), an original or certified copy of the document(s) must accompany the application. Failure to provide proof may result in your disqualification. A selected candidate must provide official transcripts prior to hire date.

Police and Court Clearance:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

Work Eligibility:

- Submission of completed job applications authorizes the Research Corporation of the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records).
- All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.
- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.
- Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.
- Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.

The Research Corporation of the University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ ADA Coordinator, located at the EEO/ ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

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